

BRIEF

IMPLEMENTATION OF THE REVISED FITNESS REPORT SYSTEM

1. Attached are proposed basic regulatory issuances referring to the installation of the new Fitness Report system and pertinent to the training which will be given in its use. [REDACTED] A&E Staff/OTR, will outline this for the Council.

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2. It is proposed to schedule a meeting on 20 December 1955 in Room 117, Central Building, under the auspices of the Council, of the head of each Operating Component and one or two of his principal staff officers. [REDACTED] will outline the salient features of the revised Fitness Report system with special emphasis on the responsibilities of the Operating Officials, their key staff members, and supervisors.

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3. Between 1 and 15 January 1956, the Management Training Division/OTR will conduct a series of seminars with Administrative and Personnel Officers throughout Headquarters to develop a corps of key officials fully conversant with the policies and procedures of the revised Fitness Report system, so that they may assist and guide supervisors and reviewing officers completing the Reports. Proposed Handbook, [REDACTED] is basic to the training. In addition, visual aids are being developed for these seminars. They also will be used in film strips and other suitable training aids for transmittal to foreign field areas.

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4. To get this program underway by 1 January, it is requested that the Council approve the program and the attached issuances for priority publication. They have had the technical review of the Regulations Control Staff and the Office of the General Counsel.

Attachments:

- a. [REDACTED] Fitness Report
- b. [REDACTED] Fitness Report,
Revised Fitness Report System
- c. [REDACTED] Fitness Report, A Guide
for Completing Fitness Reports

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